

Michigan Department of Health and Human Services

HFA and AFC Bed Reimbursement

2022-PA-0009

Frequently Asked Questions

March 23, 2022

1. How do I know if my facility is eligible for the \$700 per bed grant?

Eligible facilities include homes for the aged and adult foster care facilities licensed through the Department of Licensing and Regulatory Affairs (LARA) and home for the aged facilities with approved licensure exemption status from the Department of Licensing and Regulatory Affairs.

An operation needs to be licensed under Public Act 218 of 1979 as an adult foster care (AFC) facility by the Department of Licensing and Regulatory Affairs (LARA), if it provides personal care, supervision and protection in addition to room and board to 3 to 20 unrelated persons who are aged, mentally ill, developmentally disabled, or physically disabled, for 24 hours a day, 5 or more days a week.

An operation needs to be licensed under Public Act 368 of 1978 as a home for the aged (HFA) if it provides room and board and supervised personal care to 21 or more unrelated people who are 55 years of age or older; or if operated as a distinct part of a licensed nursing home, can be provided to fewer than 21 residents.

2. How are we reimbursed?

Reimbursement will be processed through SIGMA, the state's accounting system.

a. How do I get access to SIGMA?

Facilities must be registered in SIGMA to receive reimbursement and may access SIGMA or register a new account [SIGMA \(michigan.gov\)](https://sigma.michigan.gov).

Please see attached document named "Register a New Account in SIGMA Vendor Self Service" for specific instructions on how to register a new account in SIGMA.

During the registration process you will receive a SIGMA Vendor ID and a SIGMA Address ID that you will need to fill out on your reimbursement form. The SIGMA Vendor ID will begin with 2 letters such as CV or VS, followed by a 7 digit number (i.e. CV1234567) and the SIGMA Address ID will be shorter in length and may include a series of letters and numbers (i.e. AD012, 39Y, 39S, 001). Please see attached document named "How to Find Your SIGMA Vendor Number Address ID" for specific instructions on how to find your SIGMA Vendor ID and Address ID.

b. Are there forms we have to fill out?

Eligible facilities should complete the Bed Reimbursement Form and submit to the MDHHS-HFA-COVID-PAYMENT@michigan.gov email box by June 21, 2022. Reimbursement forms received after June 21, 2022 will be denied. The Bed Reimbursement Form can be accessed [here](#).

c. Required Support

Facilities must not submit for bed reimbursement greater than the number of beds registered with LARA as of February 28, 2022.

Facilities must attest on the reimbursement form that COVID-19 related expenditures were incurred and not reimbursed by another funding source for the amount requested.

This documentation is subject to audit and recoupment if sufficient documentation is not maintained.

d. Deadline for submission

Reimbursement requests will be processed on a first come, first served basis. Once funding has been exhausted reimbursement requests will no longer be processed. All reimbursement requests are due by 6/21/2022.

3. I recently had a bed change for my facility. Do I report the new bed count?

Bed counts should be reported as of February 28, 2022.

4. Is there a timeline for requesting reimbursement?

Public Act (PA) 009 of 2022 requires that facilities submit their request for reimbursement within 90 days from the effective date of the Act. The PA was effective February 16th, so requests would be due by May 17, 2022. However, MDHHS acknowledges that there has been a lag with getting out the forms and guidance documents so MDHHS will allow submission until June 21, 2022. However, we are encouraging facilities to submit their

requests timely as MDHHS was provided a limited amount of funding and when that funding is gone payments will cease.

5. When will we receive reimbursement?

Payments are processed on a weekly basis as reimbursement request forms are received. Processing times will depend on the volume and quality of requests, but MDHHS expects quick turnaround times. Facilities should not submit reimbursement requests until they are properly registered in SIGMA.

If your form is not completed correctly and requires additional revisions or information, you will receive an email to notify you that you need to provide the corrected form within 2 business days. No additional notification or follow up will be sent, it's your responsibility to resubmit the corrected form within two days or you will potentially lose your opportunity to receive funding.

6. What is the funding source for the payments and how should they be reported?

The payments are funded by the Coronavirus State and Local Fiscal Recovery Funds (FRF), which were established by the American Rescue Plan (ARP). The Assistance Listing Number (ALN), formerly known as the CFDA number, is 21.027. We have classified the recipients of these payments as beneficiaries so under 2 CFR 200 the funds would not need to be reported on the recipient's Schedule of Expenditures of Federal Awards (SEFA) if the recipient is required to have a Single Audit.